

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 4 September 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report
29 August through 4 September 1956

25 YEAR RE-REVIEW

I. Progress on Major Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compilation of a Visual Aids Brochure in progress
- B. Intelligence B.3
 - 1. OCR Machine Division display is in progress
 - 2. One chart of code numbers is in progress
 - 3. Changes in OCR Library display is in progress
- C. Intelligence B.4
 - 1. Layout and hand lettering for seven color view graph charts in progress
- D. Intelligence B.5
 - 1. Twenty-five view graph charts in reproduction
- E. Language and External Training
 - 1. Three maps of the Middle East are in progress
 - 2. newspaper reader is in reproduction
- F. Director of Training
 - 1. OTR organization chart is in progress
- G. Management Staff
 - 1. Eleven charts are in progress

II. Training Aids Completed During Week

- A. Intelligence B.3
 - 1. Thirteen name plates completed and delivered
 - 2. One hundred twenty-five numbers for students' desks were completed
 - 3. Two door signs were completed
 - 4. One sign, "CS Reports," was completed
- B. Intelligence B.4
 - 1. Two blanket board charts, "Items Requiring Justification," and "Services Available Through BSO" were completed
- C. OTR Library
 - 1. One sign, "Reading Material for Ten Students," completed

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